

**State Director may delegate the following:**

	<b>Prog Dir</b>	<b>SO Spec</b>	<b>AD</b>	<b>AS</b>	<b>AT</b>
Loan & grant approval authority per 1901-A (1901.4 & Exhibits). AFHMP is tied to this procedure per 1901-E (1901.203(c)(6)). Approval of Environmental Impact Determinations are also tied to this procedure. Refer to 1940-G (1940.302(i) and RUS Staff Instruction 1794-1.	X	X	X	X	
To sign as Acting State Director in the "for" format (2006-G, 2006.304(c) and 2030-A, 2030.8(a)). EXCEPTION: Legal documents are signed using own name as Acting. (2030-A, 2030.8(d)(2))	X	X	X		
To sign under own name & title (2030-A, 2030.8(a)) for routine correspondence which does not impact either on policy or instructional type issuances. EXCEPTION: Only the State Director or Acting State Director is authorized to sign congressional correspondence per 2030-A, 2030.9(a).	X	X	X		
Designation of Compliance Review Officer (after appropriate training (1901-E, 1901.204(d)). <b>EXCEPTION:</b> Designation made by Asst Administrator for C&BP on Technical Assistance & Training grants & Nonprofit National Corporations grants	X	X	X	X	
Responsibilities of 3560. {Written delegation after proper training}					
a) Transfers of Rental Assistance, Withdrawal, of 2% O&M, Project designation change, & servicing Market Rents	X	X			
b) Management plans & agreements, leases, rules & regulations, ineligible tenants, re-application of loan payment, reserve withdrawal requests, pet policy, and energy audit.	X	X	X	X	X
c) Budgets, yearend analysis, monthly reports, utility allowances, and supervisory visits.	X	X	X	X	X
Rental Assistance obligations & Requests for Rental Assistance (Form 3560-25) 3560	X	X			
Prepayment Requests, Incentive Offers, Equity Loans, etc. (3560)	X	X			
Authority to complete Civil Rights Impact Analysis (B&CP loans) Note: Signed form to be reviewed by Asst Civil Rights Coordinator (Form RD 2006-38) 2006-P	X	X	X	X	
Responsibilities of 1942-A, 1942.5(c): Letter of Conditions to be signed by AD unless State Director makes designation to AS				X GS- 12	

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**EXHIBIT A, Page 2**

	<b>Prog Dir</b>	<b>SO Spec</b>	<b>AD</b>	<b>AS</b>	<b>AT</b>
Responsibilities of 4279-A, 4279-B and 4287-B for loan processing and servicing	X	X	X		
Responsibilities of 1942-G	X	X	X	X	
Responsibilities of 4284-G	X	X	X	X	
Responsibilities of RUS 1780 and 1778	X	X	X	X GS- 12	
Liquidation and Acquisition of Real & Chattel Property (B&CP ) 1955-A, 1955.54(b) any authority provided to State Director with the exception of approval/disapproval of foreclosure which cannot be redelegated. (MFH) 3560 State Director or AD is authorized to approve or disapprove foreclosure of MFH loans when the amount of the Rural Development secured debt does not exceed their respective loan approval authority. EXCEPTION: Servicing official is State Director for B&I loans; for Rural Development Loan Fund & Intermediary Relending Program loans the servicing official is the Director B&I Division, for Nonprofit National Corporation loans, the servicing official is the Director, CF Division. For all other type loans, the servicing official is the Area Director (duties may be redelegated).	X	X			
Management of Property. B&CP – 1955-B; MFH – 3560. EXCEPTION: Servicing Official for insured B&I loans is State Director for Rural Development Loan Fund & Intermediary Relending program loans, the servicing official is the Director, B&I Division. For Nonprofit National Corporations loans, the Servicing official is the Director, CF Division. For all other types of loans, the servicing official is the Area Director.	X	X			
Disposal of Inventory Property. B&CP – 1955-C; MFH – 3560. EXCEPTION: For insured B&I loans, the servicing official is the State Director. For all other loans, the servicing official is the Area Director.	X	X			
Request for exception authority to Administrator for SFH programs. 7 CFR Part 3550.8 and HB-1-3550, par.1.12.	X	X			
Request for exception authority to Administrator for guaranteed SFH programs. 1980-D, 1980.397	X	X			

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## EXHIBIT B, Page 1

## Area Director may delegate the following:

(NOTE: Only the State Director can delegate loan approval authorities unless otherwise noted)

	AS	AT
To sign as Acting Area Director in the "for" format (2006-G, 2006.304(c) and 2030-A, 2030.8(b)). EXCEPTION: Legal documents are signed using own name as Acting. (2030-A, 2030.8(d)(2)).	X	
To sign under own name & title (2030-A, 2030.8(b)) for routine correspondence which does not impact either on policy or instructional type issuances. EXCEPTION: Only the State Director or Acting State Director is authorized to sign congressional correspondence per 2030-A, 2030.9(a).	X	
To sign routine type correspondence under the name and title of the Area Director or Area Specialist, using "for" format. 2030.8(b)	X	X
To establish supervised bank accounts (including MFH reserve accounts) per 1902-A (1902.8), deposit loan & other funds, countersign checks, close accounts (except written demand withdrawals per 1902.16) & execute all forms in connection with SBA transactions.	X	X
To order credit bureau reports (1910-B, 1910.53 & 1910.54)	X	X
Planning and performing construction and other development work (1924-A, 1924.3)	X	X
Responsibilities of 3560. {Written delegation after proper training}		
a) Management plans & agreements, leases, rules & regulations, ineligible tenants, re-application of loan payment, reserve withdrawal requests, pet policy, and energy audit.	X	X
b) Budgets, yearend analysis, monthly reports, utility allowances, supervisory visits, and annual inspections.	X	X
Responsibilities of 1942-A EXCEPTIONS: Only State Director can approve deferments with National Office Concurrence (1942.17(7)). AD only can exempt borrower from management reports if indebtedness is less than \$1 million after State Director concurrence (1942.17(r)(l)(ii)(C)). AD will sign Letter of Conditions unless AS has been designated by State Director. Approval of lease agreements and waiver of title defects or restrictions limited to loan approval official (1942.17(j)(5) & 1942.17(j)(4)).	X GS-12	
Responsibilities of RD 3570-B EXCEPTION: No one may approve grant that is more than 50% of annual State allocation or \$50,000 whichever is greater unless exception is made by RHS Administrator	X GS-12	

Responsibilities of 4279-A, 4279-B and 4287-B for loan processing and servicing	X GS-12	
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**EXHIBIT B, Page 2**

	<b>AS</b>	<b>AT</b>
<p>Liquidation and Acquisition of Real &amp; Chattel Property. B&amp;CP – 1955-A; MFH – 3560: any authority provided to the Area Director with the exception of approval/disapproval of foreclosure which is provided only to State Director. EXCEPTION: Servicing official is State Director for B&amp;I loans, for Rural Development Loan Fund &amp; Intermediary Relending Program loans the servicing official is the Director B&amp;I Division, for Nonprofit National Corporation loans, the servicing official is the Director, CF Division. For all other type loans, the servicing official is the Area Director (duties may be redelegated).</p> <p>Management of Property. B&amp;CP – 1955-B; MFH – 3560. EXCEPTION: Servicing Official for insured B&amp;I loans is State Director, for Rural Development Loan Fund &amp; Intermediary Relending program loans, the servicing official is the Director, B&amp;I Division. For Nonprofit National Corporations loans, the servicing official is the Director, CF Division. For all other types of loans, the servicing official is the Area Director.</p> <p>Disposal of Inventory Property. B&amp;CP – 1955-C;MFH – 3560. EXCEPTION: For insured B&amp;I loans, the servicing official is the State Director. For all other loans, the servicing official is the Area Director.</p>	<p>X GS-12 for B&amp;CP</p> <p>GS-11 &amp; 12 for MFH</p> <p>X GS-12 for B&amp;CP</p> <p>GS-11 &amp; 12 for MFH</p> <p>X</p>	

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**EXHIBIT B, Page 3**

The following is provided to further clarify who can sign certain Single Family Housing loan making and servicing documents. Delegations are not needed as they are automatic per the Handbooks.

**SFH Site Approval & FEMA Form 81-93** - Loan Approval Official -

HB-1-3550, page 5-2. (Prior to loan approval, Loan Originator to confirm property/site compliance with agency standards, page 5-3).

**Certificate of Eligibility**, Form 1944-59 - Loan Approval Official

**Conditional Commitment**, Form 1944-11 - Loan Approval Official -

HB-1-3550, page 9-4

**Payment Assistance Agreement**, Form 1944-14 - Loan Approval Official

Authority to **order SFH appraisals** - SD, AD, AS, or AT -

HB-1-3550, page 5-30

**GRH Conditional Commitment**, Form 1980-18 - Loan Approval Official

**GRH Loan Note Guarantee**, Form 1980-17 - Loan Approval Official

**Refinancing (Graduation)** - All Field Staff have authority to make

decision after CSC provides a list for review (SD, AD, AS, or AT) -

HB-1-3550, page 14-1

**Estimated value in conjunction with liquidation** - Field Staff with loan

approval authority (SD, AD, AS)

**Custodial and REO properties** - All Field Staff (SD, AD, AS, AT)

HB-1-3550, Chapters 15 & 16

**Insurance Loss Checks of \$2,500 or less** - All Field Staff (SD, AD,

AS, AT) - HB-2-3550, page 3-16

**Assumptions of Loans for full amount or less than full debt (Short Sale)**

All Field Staff (SD, AD, AS, AT) - HB-2-3550, page 6-3

**Release of Security** (paid in full, valueless liens & short sales) - All Field

Staff (SD, AD, AS, AT) - HB-2-3550, page 2-41 and 6-5

**NOTE: Quitclaim Deed** (HB-1-3550, page 16-29) and the **Appointment of Substitute Trustee** still need to be signed by the State Director.